

## BUDGET SUMMARY

**For period from \_\_\_\_\_ to \_\_\_\_\_**

- Provide a complete Budget Summary for year one and separate estimated for each subsequent year.
- Enter the proposed estimated costs in Column A (Columns B & C for NASA use only).
- Provide as attachments detailed computations of all estimates in each cost category with narratives as required to fully explain each proposed cost. See *Instructions For Budget Summary* on following page for details.

	A	<u>NASA USE ONLY</u>	
		B	C
1. <u>Direct Labor</u> (salaries, wages, and fringe benefits)	_____	_____	_____
2. <u>Other Direct Costs:</u>			
a. Subcontracts	_____	_____	_____
b. Consultants	_____	_____	_____
c. Equipment	_____	_____	_____
d. Supplies	_____	_____	_____
e. Travel	_____	_____	_____
f. Other	_____	_____	_____
3. <u>Facilities and Administrative Costs</u>	_____	_____	_____
4. <u>Other Applicable Costs:</u>	_____	_____	_____
5. <u>SUBTOTAL--Estimated Costs</u>	_____	_____	_____
6. <u>Less Proposed Cost Sharing</u> (if any)	_____	_____	_____
7. <u>Carryover Funds</u> (if any)			
a. Anticipated amount : _____			
b. Amount used to reduce budget	_____	_____	_____
8. <u>Total Estimated Costs</u>	_____	_____	XXXXXXXX
9. APPROVED BUDGET	XXXXXXX	XXXXXXXX	_____

## **INSTRUCTIONS FOR BUDGET SUMMARY**

1. **Direct Labor (salaries, wages, and fringe benefits):** Attachments should list the number and titles of personnel, amounts of time to be devoted to the grant, and rates of pay.
2. **Other Direct Costs:**
  - a. **Subcontracts:** Attachments should describe the work to be subcontracted, estimated amount, recipient (if known), and the reason for subcontracting.
  - b. **Consultants:** Identify consultants to be used, why they are necessary, the time they will spend on the project, and rates of pay (not to exceed the equivalent of the daily rate for Level IV of the Executive Schedule, exclusive of expenses and indirect costs).
  - c. **Equipment:** List separately. Explain the need for items costing more than \$5,000. Describe basis for estimated cost. General purpose equipment is not allowable as a direct cost unless specifically approved by the NASA Grant Officer. Any equipment purchase requested to be made as a direct charge under this award must include the equipment description, how it will be used in the conduct of the basic research proposed and why it cannot be purchased with indirect funds.
  - d. **Supplies:** Provide general categories of needed supplies, the method of acquisition, and the estimated cost.
  - e. **Travel:** Describe the purpose of the proposed travel in relation to the grant and provide the basis of estimate, including information on destination and number of travelers where known.
  - f. **Other:** Enter the total of direct costs not covered by 2a through 2e. Attach an itemized list explaining the need for each item and the basis for the estimate.
3. **Facilities and Administrative (F&A) Costs:** Identify F&A cost rate(s) and base(s) as approved by the cognizant Federal agency, including the effective period of the rate. Provide the name, address, and telephone number of the Federal agency official having cognizance. If unapproved rates are used, explain why, and include the computational basis for the indirect expense pool and corresponding allocation base for each rate.
4. **Other Applicable Costs:** Enter total explaining the need for each item.
5. **Subtotal-Estimated Costs:** Enter the sum of items 1 through 4.
6. **Less Proposed Cost Sharing (if any):** Enter any amount proposed. If cost sharing is based on specific cost items, identify each item and amount in an attachment.
7. **Carryover Funds (if any):** Enter the dollar amount of any funds expected to be available for carryover from the prior budget period. Identify how the funds will be used if they are not used to reduce the budget. NASA officials will decide whether to use all or part of the anticipated carryover to reduce the budget (not applicable to 2nd-year and subsequent-year budgets submitted for award of a multiple year award).
8. **Total Estimated Costs:** Enter the total after subtracting items 6 and 7b from item 5.